

August 14, 1997

DUSD(IA&I)/AP
Standardization Program Division
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MEMORANDUM FOR STANDARDIZATION MANAGEMENT ACTIVITIES

SUBJECT: GUIDANCE MEMORANDUM ON THE SUBMITTAL AND DATA ENTRY
OF DD FORM 1585, STANDARDIZATION PROJECT TRANSMITTAL
SHEET

It has come to our attention that there is some confusion on how to prepare DD Forms 1585 in certain situations.

Attached, for clarification, are some frequently asked questions and their solutions.

Should you have other questions which are not covered here, please call Karen Bond at (703) 681-9337 or DSN 761-9337.

-Original Signed By-

Andrew D. Certo
Chief, Standardization Program Division

Attachment

cc: DepSOs

QUESTIONS ABOUT DD FORM 1585 SUBMITTALS AND DATA ENTRY

1. On my MilSpec questionnaire, I responded that I was going to replace a military specification with a commercial item description (CID). I entered Code A into the column 57 basis code of the DD 1585 and my form was rejected. Why? The action I am taking on the MilSpec is to cancel and supersede with the CID.

Answer: The action you said you would take on your MilSpec questionnaire was to convert the military specification to a CID. Therefore, you would enter Code E (spec-convert to CID) as the basis and Code E (canx notice) as the action code. Reminder: Don't forget you must also have a project number for the CID. The DD 1585 for the CID would have Code X as the basis and Code D (new document) as the action.

2. I received an update of the MilSpec Reform actions which showed that I had not yet converted a military standard to a handbook. However, I completed the action in January 1996 and sent in my DD 1585 completion form. Why didn't it show as completed as well in the questionnaire database?

Answer: Your initial DD 1585 to convert the standard to a handbook was probably done under the old DD 1585 since the new form was not available until January 1996. To receive retroactive credit, you need to send a memo to USI (see below) asking that the database be changed and explain why.

Universal Systems, Inc.
Attn: Dorothy Schirmann
3675 Concorde Parkway
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Chantilly VA 22021

3. I made a mistake. Unfortunately, I entered Code X into the column 57 basis code of the DD 1585, which is for standardization projects not related to the MilSpec questionnaire responses. This was the wrong code, but I have now completed many MilSpec Reform actions but am not getting credit for them. What can I do to show I have completed these actions? Do I have to do new DD 1585s?

Answer: No you do not need to submit a new DD 1585. To receive retroactive credit, you need to send a memo to USI asking that the database be changed and explain why.

4. I have a detail specification which I am canceling and replacing with a totally different performance specification, which will have a different number. What code letter do I use in column 57 of the DD Form 1585? Code D doesn't seem right because I am not converting the document to a performance spec. I am canceling it and replacing it with a different performance spec.

Answer: Code D is still appropriate. Whether you are converting to a performance spec with the same number or a different number doesn't matter. The DD 1585 would show Code D (convert to perf spec) as the basis and Code E (cancel notice) as the action.

5. Originally, I responded on my questionnaire that I planned to convert a military standard to a non-government standard, and I submitted a DD 1585 showing this action as underway. After a couple of years now, I have changed my mind and don't believe this is a suitable non-government standard candidate. I think the standard needs to be converted to a handbook. What do I need to do about the DD 1585?

Answer: Discontinue the project with a DD 1585 and prepare another one to initiate the new action. The DD 1585 should be accompanied by a letter from your Standards Improvement Executive or DepSO, as they are the only people allowed to change dispositions on questionnaires for military standards.

6. Do I have to submit a DD 1585 for a cover sheet change to redesignate a detail spec as a performance spec? If I don't, how is the change made in the questionnaire database to indicate I have completed the conversion action?

Answer: You do not need to submit a DD 1585 for a cover page change. You should send a copy of the revised cover page to the DoDSSP along with a letter signed by your performance spec certifying official requesting that the revised cover page be scanned into the Print on Demand System. To receive credit for the action, you should send a letter to USI asking that the database be changed to reflect the completed action.

7. On my MilSpec questionnaire, I indicated I wanted to retain a document as a detail specification. I am now revising that document. What Code do I use in the column 57 basis code?

Answer: The DD 1585 should show Code X (revise detail spec) as the basis and Code B (revision) as the action.

8. On my MilSpec questionnaire, I said I would inactivate for new design a military specification. I still plan to do that, but I am going to revise the spec one last time before I inactivate. What do I indicate in the column 57 basis code of the DD 1585? Should I do the revision first and use Code X and then issue an inactive for new design notice?

Answer: While you could revise the document first and then inactivate for new design, policy allows for a simultaneous revision and inactivation, which would be the more efficient approach. In this case, you would use Code B (inactivate for new design) as the basis and Code G (inactivate for new design) as the action.

9. I submitted a DD 1585 several years ago. I want to change my planned completion date in Columns 66-68, but am told I cannot. Why?

Answer: Part of the purpose of the new SD-4 is to track the timeliness of projects. Being able to change the planned completion date defeats the purpose. However, you may submit a DD 1585 and do an update to columns 69 through 71. This will show your best estimate as to when the project will be completed. However, the project will still show up as having not been completed according to the original schedule.

10. What happened to the old project numbers that were assigned prior to MilSpec Reform? In 1994, I took out a project number to revise a military handbook. I have now completed the project, but don't know what to do about the completion DD 1585. The form has changed and everything is different.

Answer: Projects that have not been completed in the old SD-4 were automatically discontinued in April 1997. Prepare a letter to the DoDSSP and LSA apprising them of the situation and let them know you are completing a project initiated prior to MilSpec Reform and cannot do a completion DD 1585 because the data fields have changed.

11. It seems that no matter what code I choose for the column 57 basis code, it always gets rejected. I have given up, but found that the computer will always accept Code X as the basis code. Is this a problem? If so, what is a person to do when all other codes are rejected?

Answer: Yes, it is a problem to use Code X if that is not the correct action because you will not receive credit for having completed your MilSpec reform action. If you are using the code that coincides with what your questionnaire said, the DD 1585 should not be rejected. Most likely, your entries are not matching what your questionnaire said. You need to find out why the DoDSSP is rejecting them by calling Ms. Edith Burns at (215) 697-9495 or DSN 442-9495.

12. I am converting a military standard to a performance specification. I don't see such a basis code to enter in column 57. What do I do?

Answer: There is not a code to cover this exact action. The DD 1585 should show Code O (standard-convert to spec) as the basis and Code E (canx notice) as the action.

13. I am converting a military specification to a standard practice. There are no provisions whatsoever in the DD 1585 for such an action. What do I do?

Answer: You are correct. There is no such provision for this action. For the military specification, use Code X as the basis and Code E as the action to generate a cancellation notice. For the standard practice, use Code X as the basis and Code D (new document) as the action.

14. I am from an Air Force activity. We took out a standardization project to convert a MilSpec to a performance specification. Recently, we decided to transfer the document to DLA, but before the performance spec conversion was completed. What do I do about the DD 1585 in this transfer.

Answer: You need to work with DLA on this. They may request that you submit an update to the DD 1585 to change the preparing activity columns or they may ask you to discontinue the project.

15. There is a DD 1585 code to cancel a standard without replacement. But what about if I am canceling with a replacement?

Answer: If your replacement action is connected to a MilSpec reform action, then one of the basis codes would apply. For example, if you were going to replace it with a Non-Government Standard, you would use Code H (standard-replace with NGS) as the basis and Code E (canx notice) as the action.

16. In 1996, I converted a MilSpec to a performance spec, thereby completing my MilSpec questionnaire action. I have now decided to inactivate for new design that performance spec. What basis code should I use in column 57 of the DD 1585?

Answer: You need to complete a DD 1585 using Code X as the basis and Code G to generate the inactivation notice. Once you have completed your original MilSpec reform action, all future changes to that document will be Code X as the basis, which means the action does not implement the MilSpec questionnaire.

17. I am preparing a document that has interest from DISA, NIMA, NSA, and NIST. Columns 85-87 only allow me to enter one organization for Other. What do I do about the others?

Answer: If it is important that they receive a copy of the DD 1585, you may list them in the block labeled copies sent to.

18. I am preparing a document that has two Army custodians. The DD 1585 only has room to list one Army custodian. What do I do?

Answer: Since the custodian speaks for the Military Department or Defense Agency, there can only be one custodian from the same service or agency.

19. Why do I have to fill out a paper DD 1585? Why can't I submit an electronic 1585?

Answer: This will be possible in late FY98.